


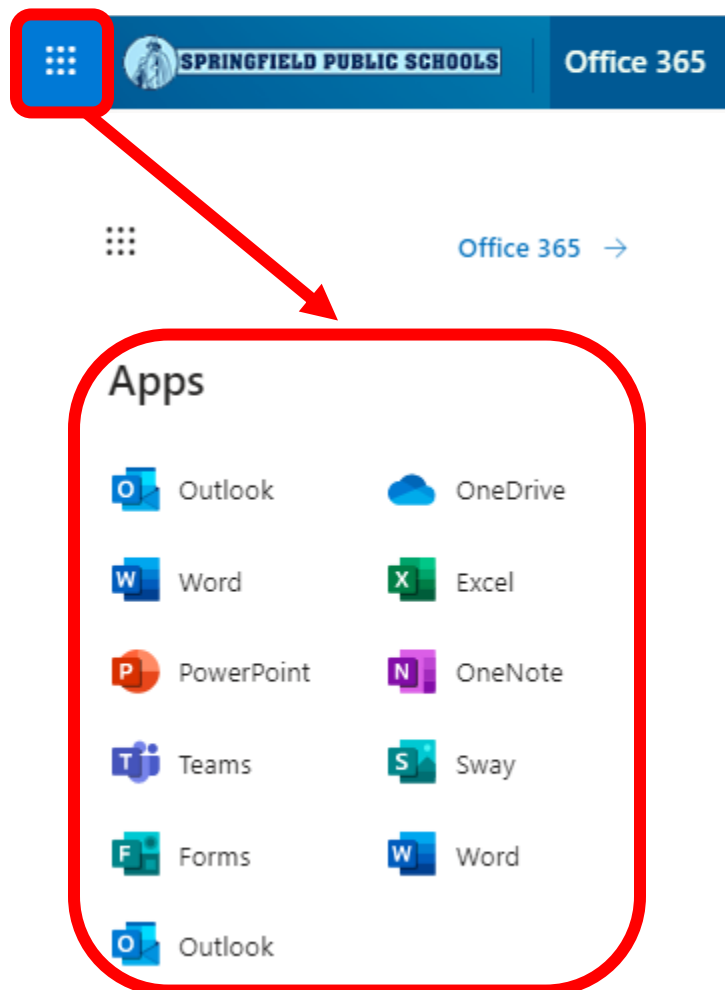
## How to Access a Microsoft Teams Meeting

Step 1: Click on the **Office 365** icon located on computer desktop:



Alternative access: Use [this](#) link to access the Office 365 sign in page. Enter SPS credentials and password.

Step 2: Click the  icon on the upper-left hand corner of the screen and select from the Office 365 applications.




Step 3: Students should select **Use the Web App** after clicking **Teams**:

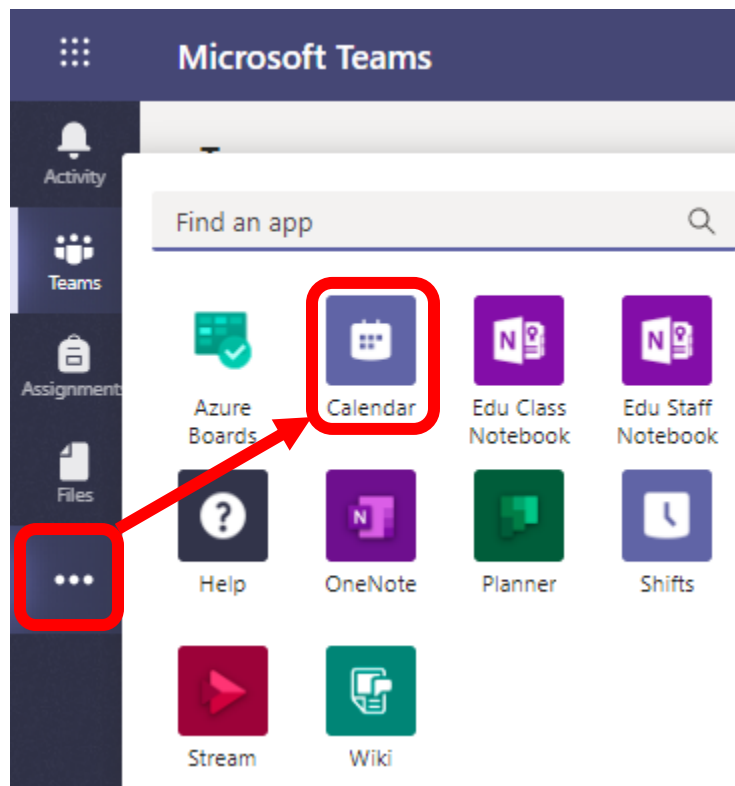
Download the Teams desktop app  
and stay better connected.

Get the Windows app

Use the web app instead

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Once in **Teams** students should click the  icon located on the left-hand side of the screen followed by **Calendar**.



Once in the calendar select **Join** for your scheduled meeting.

Test Meeting

Join